**Instructions to the district:** The following language is meant to provide guidance on the narrative of your form 470 and assumes the service request line items have been accurately filled out on the 470 application. Districts are encouraged to customize the language and make it their own. The [Highlighted sections in brackets] below are meant to be customized to reflect the districts needs and requirements. Please note that the 470 narrative has a character limit of 5000. If you need more room to adequately describe your needs, consider writing an RFP to attach to the form 470. **The text below is intended to be copied and pasted into the Form 470 narrative box. This document is not meant to be attached to your Form 470 as an RFP. Please use the EducationSuperHighway RFP templates if you wish to complete this type of document.**

Note that the default time a Form 470 is open is the required 28 days. If you would like to leave it open longer, you should indicate this in your narrative. For example: We will accept bids until [date]. Otherwise, it is assumed bids will not be accepted after the Allowable Contract Date listed on the published Form 470.

**Internet Access Services**

We are requesting symmetrical lit fiber Internet access for the entire district. Service should be terminated at [name and address of district hub]. Pricing should be included for [100Mbps or 1Gbps] increments from the minimum to the maximum bandwidths noted above. We are seeking [1, 3, 5] year contract options. [3 or 5 year] contracts should allow for upgrades to quoted bandwidth throughout the terms of the contract. All solutions should include installation and initial configuration (if needed), a method to report service outages and receive basic technical support without additional service fees, and a service level agreement. Please note that, although lit fiber is the preferred solution, we are willing to consider solutions based on alternative technologies as long as the solution allows for scalability and reliability equivalent to the preferred fiber solution.

All solutions can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. Based on the bids and both a short term and long term cost effectiveness analysis, we will determine which of the solutions is acceptable. Failure to include any requested information in the previous paragraph is grounds for disqualification.

Prices should be all inclusive. All inclusive in this case means, including all special construction or non-recurring costs (NRC) required by the vendor to commence service and all monthly recurring costs (MRC) should be included. We would prefer the option available under E-rate rules to amortize the non-discounted portion of any special construction costs over four years or the life of the contract, if the contract is shorter than four years.

Service implementation for all solutions is dependent on receipt of an E-rate funding commitment letter. For any solutions requiring special construction, service implementation is also dependent on award of state matching funds from [fund name].

**NOTE TO OFFERORS:** Offerors are expected to use the New Mexico Public Education Department’s (PED) online Mini-Quote System to submit bids. Due to the E-rate timeline, we ask that all bids be submitted as soon as possible. Request a Mini-Quote System Account here: <http://www.broadband4education.nm.gov/request-mini-quote-account.aspx>. (System Instructions: <http://www.broadband4education.nm.gov/mini-quote-resources.aspx>)

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